



Registration Form

RESIDENT Begins Feb. 25 @ 8 am **NON-RESIDENT Begins March 4 @ 8 am**

ONLINEwww.troymi.gov/parksandreconline.....**FASTEST**

DROP-OFFsee registration info for locations.....**FAST**

WALK-INsee registration info for locations.....**Slow**

MAIL-IN.....Troy Parks and Recreation, ATTN: Registration.....**Slowest**
3179 Livernois, Troy, MI 48083

Registration continues until courses are filled or closed unless otherwise noted

Household/Primary Adult Contact:

☐ Passholder

☐ New Address (new address in the last six months)

Last Name: _____ First Name: _____

Street (no P.O. boxes): _____ City: _____ Zip: _____

Current Home Phone: _____ Business Phone: _____

Emergency Phone: _____ ***E-mail Address:** _____

*(*By providing an email address, I agree to allow the TPR to use it to send my receipt and to contact me about my program and other departmental programs and events. I understand that this information is not shared with outside entities.)*

For Youth Leagues ONLY: Please indicate the school your child attends by circling the appropriate letter. **Coaches Form, see page 84.**

A. Barnard	E. Hill	I. Schroeder	M. Wattles	Q. Boulan	U. Troy High
B. Bemis	F. Leonard	J. Susick	N. Avondale Schools	R. Larson	W. Private
C. Costello	G. Martell	K. Troy Union	O. Bhm/Blmfld Schools	S. Smith	School
D. Hamilton	H. Morse	L. Wass	P. Baker	T. Athens High	

Participant Last Name	First Name	Birthdate	M/F	Grade	Class Title	Activity #	Section Letter	Alternate Activity #	Alternate Section Letter	Fee
Roster Notes: _____										Total Fees \$

I hereby voluntarily release and hold harmless the City of Troy, City of Troy Contractors/Independent Contractors and the Troy School District from all liability for all types of damages or injuries, whether foreseeable or not, sustained by myself, my child and other family members while participating, watching and traveling to or from this activity. I/we also hereby authorize the City to reproduce, copy, exhibit, publish, broadcast or distribute my image or my child's image in any and all videotapes and photographs taken while participating, watching and traveling to or from the activity for promotional purposes.

Signature Required: _____ **Date:** _____



Payment (DO NOT SEND CASH) : ☐ Check (Payable to City of Troy) ☐ Mastercard ☐ VISA

Card Number: _____ Expiration Date: _____

Name: _____ Authorizing Signature _____

(Please print as it appears on card)

☐ Check here if you need an accommodation and you will be contacted by the ADA Coordinator.

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RESIDENT REGISTRATION

Mail-in Registration: (forms accepted Feb 15/entered Feb 25)

Mail-in registration forms received through Feb 24 will be processed randomly beginning Feb 25 with that day's mail. This process could take 3-5 business days. Limit 2 households per envelope - each on their own form.

Drop-off Registration: (forms accepted Feb 15/entered Feb 25)

Registrations dropped off through Feb 24 will be processed randomly with the mail beginning Feb 25. This process could take 3-5 business days. Payment must be included with your registration form. (Check or charge card # - no cash please.) Limit 2 households per envelope - each on their own form.

Walk-in Registration: (Begins March 4)

In-person registration for residents and non-residents begins March 4 at the Troy Community Center during regular business hours. You may register yourself and one other household.

Facility	Phone #	Days/Hours
Troy Parks and Recreation 3179 Livernois	248.524.3484	M-F 8 am-9 pm Sat 8 am-1 pm
Lloyd A. Stage Nature Center 6685 Coolidge Highway	248.524.3567	M closed Tu-Sat ...8:30 am-4:30 pm Sun.....12 noon-5 pm

Online Registration: www.troy.mi.gov/parksandreconline

Register online for most activities unless description indicates mail-in only with an envelope next to class description. You will need your household ID number. Call 248.524.3484 for your number.

E-mail Confirmation: We will e-mail a confirmation to you as soon as your registration has been processed. No phone calls, please. If your first choice and alternates are filled, your check will be returned. If paying by check and some of your classes are full, your balance will be refunded by check which will take three to four weeks to process.

NON-RESIDENT REGISTRATION

Non-Resident Registration: (Begins March 4)

Non-residents may register online or in person for programs (excluding youth leagues) beginning March 4.

Payment: Payment for classes will be accepted in the form of check made payable to: City of Troy or by Master Card or Visa. Cash is accepted only when registering in person. Past due recreation fees for the household must be paid in full in order to register for additional Parks and Recreation programs.

Non-Sufficient Funds Fee: There is a \$22 fee for all check, charge and debit transactions returned for non-payment. (As of 4/1/09 the fee will be \$25.)

No Fax or Phone Registrations: Unless specified in the individual course description.

Falsification of Information: Participants falsifying information will be dismissed from the program and no refund granted.

Refunds

The following refund policy applies to all programs unless otherwise noted (tennis, trips, special events, and swim lessons):

- Refunds are given in the form of a check.
- Refunds must be requested before the first class of programs that meet five times or less.
- Refunds must be requested before the second class for all other classes.
- Refunds are issued to the head of household of the person registered for the class.
- A \$10 service fee will be withheld on all patron requested refunds. Refunds are prorated if requested after the first class.
- Refunds take three to four weeks to process.
- No refunds will be issued if the amount due after the service fee and prorated fee is less than \$5.
- Only one \$10 service fee per household will be charged when making multiple refund requests at the same time.

Transfers

- A \$10 service fee will be charged for each patron requested transfer.
- No refunds will be issued if the amount due after the transfer fee is less than \$5.
- Transfers may not be requested until March 4.

Program Cancellations

Programs will be cancelled three days prior to the start date if enrollment is insufficient, unless otherwise noted. You will be contacted by phone and receive a full refund by mail. Register early!

Late Fee Policy for Picking up Children from programs/classes

When a program or activity concludes, parents/guardians are responsible to pick up their children at the program. If a child is not picked up after the program concludes, the following late policy will be in effect:

- \$10 for up to every 15 minutes late in picking up a child.
- The parents will be called after the first 15 minutes; if they are unavailable, the emergency contacts will then be called.
- After 40 minutes, the program Supervisor will be contacted; followed by the Troy Police Department who will pick up the child.

Any late fees must be paid in full by check prior to the next day of the program/activity. If the program/activity has concluded, the balance will be due within 10 days. We reserve the right to dismiss any child from the program, without a refund, due to excessive early drop-offs and/or late pick-ups.